

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0728361

DATE POSTED: 12/16/13

POSITION NO: 242790

CLOSING DATE: 12/30/13

POSITION TITLE: Residential Supervisor

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Gallup Detoxification Services

WORK DAYS: <u>Sun. - Sat.</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>Y60A</u>
WORK HOURS: <u>80 hrs.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>13.35</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>27,768.00</u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/> NTE: <u>03/31/2014 (possible extensions)</u>	

DUTIES AND RESPONSIBILITIES:

Supervises Residential Guidance Technicians by assigning and monitoring work schedules for a social detoxification center; conducts regular performance evaluations, trainings, problem resolutions, develops work schedules, and make recommendations for hiring RGT positions; ensures safety and security of social detoxification services milieu for clients and staff; interacts with staff and clients in the daily therapeutic activities; serves as a liaison with other departmental components in the resolution of daily functions and operations of social detoxification services; develops record keeping procedures and manages records in accordance with applicable regulations, policies and procedures; makes recommendations for implementation & administration of policies and procedures to enhance social detoxification service operations.

Maintain a safe and secure therapeutic environment for intoxicated clients at a detoxification center. Conducts constant safety checks for safety hazards and makes corrections as needed. Constantly monitors clients for high risk behaviors to prevent accidents and/or injuries. Assists nurses by observing for medical signs and symptoms of any medical risks and reports immediately to the nurses for each client in the detoxification center. Monitor client for potential aggressive and violent behaviors to maintain a safe and secure environment. Conducts intake for intoxicated individuals entering detoxification services by assessing alcohol breath content, body and property checks, checking in property, and confiscating weapons and other contraband items. Secure therapeutic environment when intoxicated clients become violent by following appropriate detoxification policies and procedures.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Behavioral Science or closely related field; and two (2) years experience in a residential setting; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles, practices, and structure of detoxification centers; knowledge of alcoholism, substance abuse and/or dependency programs and services; knowledge of BAC levels, signs and symptoms of medical risks; knowledge of therapeutic services provided at inpatient facilities; knowledge of resources, treatment facilities and educational programs available.

Skill in planning events and activities; skill in maintaining discipline in a residential setting; skill in evaluating emotional status of new arrival to facilities; skill in evaluating data and drawing valid conclusions; skill in establishing rapport with residential patients.

Ability to communicate effectively in both the English and Navajo languages; ability to establish and maintain effective relationship with others.

Special Requirements:

Must possess a valid state driver's license. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate, and First Responder Certificate, **preferred**.

Ability to speak and communicate effectively in the Navajo and English languages.

Position requires a background check and suitability assessment prior to employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.